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# GOVERNMENT GAZETTE

## BOLETIM OFICIAL

### GOVERNMENT OF GOA, DAMAN AND DIU

Special Department

#### Notification

OSD/RRVS/27/66

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with the Government of India, Ministry of External Affairs letter No. F.7(11)/62-Goa dated 25th July, 1963, the Administrator of Goa, Daman and Diu is pleased to make the following rules amending the Goa Government Accounts Cadre (Class II Gazetted posts) Recruitment Rules, 1967 issued under Notification of even number dated 26th December, 1967 and published in Government Gazette Series I, No. 42 dated 18th January, 1968 namely:

1. *Short Title and Commencement.* — (i) These rules may be called Goa Government Accounts Cadre (Class II Gazetted posts) Recruitment (2nd Amendment) Rules, 1963.

(ii) They shall come into force at once.

2. In the Schedule attached to the said Notification, against the post of Assistant Accounts Officer appearing at Serial No. 2, for the existing entry in column 11 substitute:—

*"Promotion:*— Accountants, Treasurers in the grade of Rs. 325-475, First Officers (Superintendents) and Substantive Divisional Accountant in the grade of Rs. 180-440 with about 5 years experience in Accounts work.

*Note:*— For purpose of eligibility, the above Officers should have put in 5 years service in the respective grades and have passed, except in the case of Treasurers in the grade of 325-475, First Officers (Superintendents) and Substantive Divisional Accountants in the grade of Rs. 180-440 who are absorbed employees, the prescribed departmental Examination for the grade of Accountants.

*Transfer on deputation:*— Suitable S. A. S. Accountants from any of the organised Accounts

Departments (Indian Audit and Accounts Department and Indian Railway Accounts Department) Period of deputation ordinarily not exceeding 3 years."

K. N. Srivastava

Chief Secretary

Panaji, 14th October, 1969.

22nd Asvina, 1891.

### Local Self Government Department

#### Notification

LSG/MUN/1414/69

The following draft Goa, Daman and Diu Municipalities (President and Vice President Elections) Rules, 1969 which are proposed to be framed under the Goa, Daman and Diu Municipalities Act, 1969, are hereby republished as required by Sub-section 3 of Section 306 of the said act. The draft rules will be taken into consideration after a period of 15 days. Any person who has any suggestions to make may send them to the undersigned on or before that date.

### GOA, DAMAN AND DIU MUNICIPALITIES ACT, 1968

In exercise of the powers conferred by sub-section (2) of Section 306 read with Sections 18 and 52 of the Goa, Daman and Diu Municipalities Act, 1968 (Act No. 7 of 1969) and of all other powers enabling it in that behalf, the Government of Goa, Daman and Diu hereby makes the following rules, namely:—

#### RULES

1. *Short title.*— These rules may be called the Goa, Daman and Diu Municipalities (President and Vice President Elections) Rules, 1969.

2. *Definitions.*— In these rules, unless the context otherwise requires,—

(a) "Act" means the Goa, Daman and Diu Municipalities Act, 1968 (Act No. 7 of 1969);

(b) "Form" means a Form appended to these rules;

(c) "Presiding Authority" means the Collector or the officer appointed by him under sub-section (3) of section 52 to preside over a meeting called for election of a President or Vice-President;

(d) "section" means a section of the Act.

### 3. Filing of nominations at election of President.—

(1) When the Collector convenes a special meeting of the Councillors for election of the President, the Collector shall cause a notice of the date, time and place fixed for the meeting to be sent to every Councillor. In such notice, the officer to whom nomination papers may be delivered shall also be specified. At any time before noon on the day preceding the date so fixed, a Councillor may nominate another Councillor for election by delivering to the said officer a nomination paper completed in Form I signed by himself as proposer.

(2) On the presentation of any nomination paper, the said officer shall sign thereon a certificate stating the date and time of presentation of the nomination paper and enter thereon its serial number.

(3) Any nomination paper which is not received by the said officer before the time specified under sub-rule (1) shall be rejected by him.

(4) All nomination papers received in time by the said officer shall be delivered by him to the Presiding Authority before the commencement of the meeting, or if he is himself the Presiding Authority shall be brought by him at the meeting for scrutiny.

### 4. Councillors to nominate not more than one candidate. — No Councillor shall nominate under rule 3 more than one candidate for the office of President:

Provided that, if a Councillor has nominated more than one candidate for the said office, the nomination which is received first by the officer specified under sub-rule (1) of rule 3 shall alone be taken into consideration for scrutiny.

5. Scrutiny of nominations. — After the commencement of the meeting, the Presiding Authority shall scrutinise all nomination papers received by him under rule 3, and shall read out to the Councillors present the names of Councillors who in his opinion have been duly nominated, together with those of their proposers.

6. Withdrawal of candidature. — (1) Any candidate may withdraw his candidature by notice in writing subscribed by him and delivered to the Presiding Authority, within fifteen minutes from the time of reading out the names of duly nominated Councillors under the last preceding rule.

(2) Such notice may be given either by the candidate in person or by his proposer who has been authorised in this behalf in writing by the candidate.

(3) No person who has given a notice of withdrawal of his candidature under sub-rule (1) shall be allowed to cancel the notice.

(4) The Presiding Authority shall, on being satisfied as to the genuineness of a notice of withdrawal

and the identity of the person delivering it, read out to the Councillors present the names of the persons withdrawing their candidature.

7. Procedure for election. — (1) If, after withdrawal of candidature if any, there is only one candidate duly nominated, he shall be declared to have been duly elected as the President.

(2) When there are more than one candidate duly nominated, the Councillors shall proceed to elect the President by ballot.

(3) (a) For the purposes of sub-rule (2), the Presiding Authority shall cause the ballot papers to be prepared in Form II.

(b) Names of the contesting candidates shall be arranged on the ballot paper in alphabetical order determined with reference to the surnames of the candidates having surnames, and the names proper of other candidates. The particulars in the ballot paper and the alphabetical order to be followed shall be in English.

(4) The ballot paper shall be signed by the Presiding Authority and handed over to each Councillor entitled to vote.

(5) Each Councillor shall record his vote by making a cross (X) against the name of the candidate for whom he wishes to vote, fold the ballot paper so as to conceal his vote and insert the folded ballot paper into the box with a slit kept for the purpose at the place of the meeting. The ballot paper shall not be signed by the voter nor be marked by him in any other way that would reveal his identity.

(6) (a) A Councillor who has inadvertently dealt with his ballot paper in such manner that it cannot be conveniently used as a ballot paper may, on returning it to the Presiding Authority and on satisfying such Authority of the inadvertence, obtain another ballot paper, and the ballot paper so returned shall be marked "Spoilt — cancelled" by the Presiding Authority.

(b) All ballot papers cancelled under clause (a) shall be kept in a separate packet.

(7) (a) If a voter is illiterate or, owing to blindness, is unable to put a cross on the ballot paper, the Presiding Authority shall record the vote on the ballot paper in accordance with the wishes of the voter.

(b) While acting under clause (a), the Presiding Authority shall observe as much secrecy as is feasible.

(8) The Presiding Authority shall open the box in the presence of the Councillors present and count the votes with the help of the Chief Officer or such other persons as he may appoint.

(9) The Presiding Authority shall reject any ballot paper: —

(a) which is unmarked;

(b) which has crosses marked against more names than one;

(c) the marking on which is uncertain;

(d) which bears the signature or any mark or writing by which in his opinion the voter can be identified.

(10) Where two or more candidates are contesting, the candidate to whom the largest number of valid votes is given shall be declared elected. If there is an equality of votes, the result shall be decided by lots as provided in sub-section (4) of section 51.

**8. Power to adjourn and hold meeting again if election is not held.**— If, for any reason, the meeting called for election of a President does not result in election of the President, the Presiding Authority shall adjourn the meeting and hold the adjourned meeting on the next day at the same hour for completing the election.

**9. Election of Vice-President.**— The provisions of these rules shall *mutatis mutandis* apply to the election of Vice-President also, subject to the following modifications, namely:—

When elections of both President and Vice-President are to be held at the same meeting:—

(a) the scrutiny of nomination papers and subsequent stages of the election of President shall be held first, and then the election of Vice-President;

(b) if nomination papers have been filed on behalf of a candidate for election as President as well as Vice-President and such candidate has already been declared elected as President, his nomination paper for election to the office of Vice-President shall be deemed to have been withdrawn.

#### FORM I.

##### Nomination Paper

[See sub-rule (1) of rule 3]

Election to the office of \*President/\*Vice-President of the ... Municipal Council.

I hereby nominate ... as a candidate for election to the office of \*President/\*Vice-President of the ... Municipal Council.

Full name of the candidate ...

Full postal address of the candidate ...

Name of the ward from which the candidate is elected as a Councillor.

Full name of the proposer ...

Date ... (Signature of the proposer).

##### Declaration by the candidate

I hereby assent to this nomination and signify my willingness to act as \*President/\*Vice-President of the ... Municipal Council, if elected.

Date ... (Signature of the candidate).

(To be filled by officer appointed to receive nomination papers).

Serial No. of the nomination paper ...

This nomination paper was delivered to me at ... (hour) on ... (dated) by the \*proposer/\*candidate.

Date ... (Signature of the Officer).

\* Score out the word not applicable.

#### FORM II.

##### Ballot Paper

[See sub-rule (3) of rule 7].

... Municipal Council.

Names of Councillors duly nominated for election as \*President/\*Vice-President and contesting the election.

Name 1	Space for putting the cross. 2
1. ...	
2. ...	
3. ...	
4. ...	
etc.	

Date ... (Signature of the Presiding Authority).

\* Score out the word not applicable.

By order and in the name of the Administrator of Goa, Daman and Diu.

A. N. Dixit, Secretary (L. S. G.).

Panaji, 4th October, 1969.

#### Notification

LSG/MUN/1436/69

The following draft Goa, Daman and Diu Municipalities (Conduct of Business) Rules, 1969 which are proposed to be framed under the Goa, Daman and Diu Municipalities Act, 1968, are hereby pre-published as required by Sub-section 3 of Section 306 of the said Act. The draft rules will be taken into consideration after a period of 15 days. Any person who has any suggestions to make may send them to the undersigned on or before that date.

#### GOA, DAMAN AND DIU MUNICIPALITIES ACT, 1968

In exercise of the powers conferred by sub-section (3) of Section 306 read with clauses 11, 13 and 19 of section 78 of the Goa, Daman and Diu Municipalities Act, 1968 (Act No. 7 of 1969) and of all other powers enabling it in that behalf, the Government of Goa, Daman and Diu hereby make the following rules, the same having been previously published as required by sub-section (3) of section 306, namely:—

**1. Short title.**— These rules may be called the Goa, Daman and Diu Municipalities (Conduct of Business) Rules, 1969.

**2. Definition.**— In these rules, unless the context otherwise requires,—

(a) "Act" means the Goa, Daman and Diu Municipalities Act, 1968 (Act No. 7 of 1969);

(b) "Form" means a form appended to these rules;

(c) "section" means a section of the Act.

**3. Notice of meeting.**—(1) Every notice of a meeting of the Council under clause (4) of section 78 shall be in Form A.

(2) Every such notice (not being a notice of a meeting referred to in clause (14) of section 78) may be either delivered by hand or sent by registered post.

**4. Attendance Register.** — (1) An attendance register shall be maintained in Form B showing the names of the Councillors. It shall be placed in the meeting hall at the commencement of each meeting, and every Councillor attending the meeting shall sign against his name in the register as soon as he enters the meeting hall.

(2) Where a Councillor is unable to sign his name, he may with the help of any other Councillor or any officer or servant of the Council put his thumb impression against his name in the register and such thumb impression shall be duly attested by any person authorised by the presiding authority in that behalf.

**5. Order of Business.** — Subject to the provisions of clause (11) of section 78, the order of business for every meeting shall be arranged as far as possible in the following order, namely: —

(a) confirmation of the minutes of the last meeting kept in accordance with Parts I and II of Form C;

(b) questions from Councillors;

(c) elections and appointments to be made by the general meeting;

(d) resolutions of the Standing Committee;

(e) resolutions of any other Committees;

(f) communications from Government or Government Officers;

(g) consideration of motions, which are part of the business to be transacted at the meeting;

(h) any other business to be transacted at the meeting.

**6. Presiding Authority in absence of President or Vice-President.** — If within fifteen minutes of the time appointed for a meeting, at which a quorum is present, the President fails to appear at the place of the meeting, the Vice-President, and if both the President and Vice-President fail to appear at such place within such time, a Councillor chosen by the Councillors present at the meeting, shall preside over the meeting as provided in clause (6) of section 78:

Provided that, —

(i) where the President attends the meeting at any time after the proceedings have commenced, the Vice-President or the Councillor so presiding shall vacate the chair, and the meeting shall continue with the President as the presiding authority; and

(ii) where the President is not present and the Vice-President attends the meeting at any time after the proceedings have commenced, the Councillor so presiding shall vacate the chair, and the meeting shall continue with the Vice-President as the presiding authority.

**7. Raising point of order.** — (1) Any Councillor may at any time submit a point of order for the decision of the presiding authority, but in doing so he shall confine himself to stating the point.

(2) The decision of the presiding authority on any point of order shall be final.

(3) No discussion on any point of order shall be allowed, except with the consent of the presiding authority.

**8. Resumption of seat.** — (1) A Councillor called to order by the presiding authority shall resume his seat.

(2) If any time, while a Councillor is speaking, the presiding authority rises or a Councillor rises to a point of order, the Councillor speaking shall immediately resume his seat.

**9. Duration of speeches.** — The presiding authority may, having regard to the state of business before the meeting and the nature of the subject, prescribe a time limit for speeches on any subject.

**10. Manner of speaking.** — (1) A Councillor desiring to speak on any matter before the meeting shall rise in his seat and, if called upon by the presiding authority, address his remarks to the presiding authority. If he is not called upon, he shall resume his seat:

Provided that, a Councillor disabled by sickness or infirmity may be permitted by the presiding authority to address the meeting sitting.

(2) If more than one Councillor rise simultaneously to address the meeting, the presiding authority shall decide who shall speak first.

(3) A Councillor shall not read his speech, but may refresh his memory by reference to notes.

**11. Right of presiding authority to address meeting.** — The presiding authority may address the meeting at any stage of the debate, without any time limit for speech, and while so addressing shall rise in its seat:

Provided that, presiding authority disabled by sickness or infirmity may address the meeting sitting.

**12. Interruption during speech.** — If while a Councillor is speaking another Councillor desires to make an explanation or to seek any explanation or information from the Councillor speaking, he shall rise in his seat and, if called upon by the presiding authority, shall make the explanation or seek the explanation or information. If not so called upon, he shall resume his seat. The presiding authority shall not call upon the Councillor so rising, unless the Councillor speaking resumes his seat.

**13. Talk amongst Councillors.** — The Councillors shall not talk amongst themselves in the meeting so as to interrupt the proceedings or disturb a Councillor who is speaking.

**14. Withdrawal from meeting.** — A Councillor who desires to leave a meeting while proceedings are going on shall, immediately before leaving, rise in his seat and bow to the presiding authority.

**15. Questions.** — (1) A Councillor may address questions to the President or the Chairman of the Standing or any Subjects Committee on matters connected with the functions and duties of the Council under the Act.

(2) The Councillor seeking to address the question shall give under his signature or thumb impression a notice of the question together with a copy thereof to the Chief Officer at least fifteen days before the meeting of the Council at which it is to be replied.

(3) Subject to the provisions of sub-rule (5), the Councillor shall be entitled to an oral reply in the meeting or at any subsequent meeting if the presiding authority for proper reasons deems it fit to extend the time:

Provided that, if in the opinion of the presiding authority any question entitled to an oral answer is of such a nature that a written reply would be more appropriate, it may direct that such question shall be answered with a written reply at the meeting or at any subsequent meeting.

(4) The question shall be answered by the President or the Chairman concerned.

Provided that, the Chief Officer may, with the permission of the presiding authority, answer any question on behalf of the President or such Chairman.

(5) The President may disallow any question —

(a) in respect of which fifteen clear days notice in writing specifying the question has not been given to the Chief Officer; or

(b) which calls for an expression of opinion or for the solution of an abstract legal question or of a hypothetical proposition; or

(c) which concerns or is directly connected with, any pending suit or proceedings in any court of law or before any judicial tribunal; or

(d) which relates to the character or conduct or performance of any Councillor or an officer or servant serving under or employed by the Council other than in his official or public capacity; or

(e) which is, or by implication may be, defamatory or which makes or implies a charge of personal character against any person or any community or a section of any community; or

(f) which contains arguments, inferences, imputations, ironical expressions, epithets, or defamatory statements; or

(g) which relates to a matter with which the Council is not concerned; or

(h) which, in the opinion of the presiding authority, is frivolous, trivial, vexatious or offensive; or

(i) if it seeks information about matters which are in their nature secret; or

(j) which involves the communication of information given to the presiding authority or any officer or servant of the Council in confidence; or

(k) which contains any name or statement not strictly necessary to make the question intelligible; or

(l) which relates to the individual service matters including grievances or complaints of officers or servants of the Council; or

(m) which is of excessive length; or

(n) which repeats in substance questions already answered or to which an answer has been refused:

Provided that, the President may allow any question in an amended form.

(6) If any doubt arises whether any question does or does not fall under any of the clauses of sub-rule

(5), the President shall decide the point and his decision shall be final.

(7) If a question contains a statement, the Councillor shall be responsible for the accuracy of the statement.

(8) Subject to the provisions of this rule, every question which has not been disallowed shall be entered in the list of questions for the day and shall be called, if the time made available permits, in the order in which it stands in the list.

(9) After the question has been answered, any Councillor may put supplementary questions for the purpose of further elucidating any matter of fact regarding which an answer has been given:

Provided that, the presiding authority may disallow any supplementary question if, in its opinion, it infringes any of the provisions of sub-rule (5).

(10) If the presiding authority is satisfied that sufficient information is not available for an answer to be given to a supplementary question at the same meeting, it may direct that an answer to such a question may be given at the next ordinary meeting of the Council.

(11) No debate or speech shall be allowed on any question.

(12) All questions whether allowed or disallowed and replies given shall be incorporated in Part III of the register in Form C.

**16. Admissibility of motion.** — No motion shall be admissible which does not comply with the following conditions, namely: —

(a) it shall be clearly and precisely expressed and shall raise only one definite issue;

(b) it shall not contain arguments, inferences, ironical expressions or defamatory statements;

(c) it shall not refer to the conduct or character of any Councillor or an officer or servant serving under or employed by the Council except in his official or public capacity;

(d) it shall not relate to any matter such as is mentioned in clause (i) of sub-rule (2) of rule 25.

**17. Motion how moved.** — (1) Unless otherwise expressly provided, every motion (not being a formal motion, such as a motion for adjournment, closure, and the like), shall be handed over or sent by the proposer in writing after putting his signature or thumb impression thereon to the President or the Chief Officer before it is moved. Where a motion has been handed over or sent to the President, a copy thereof shall be sent to the Chief Officer.

(2) Subject to the provisions of clause (10) of section 78, no motion which has not been received by the President or Chief Officer as provided in sub-rule (1), at least fifteen days before the date of a meeting, shall be included in the business to be transacted in that meeting:

Provided that, the President may in special circumstances for reasons to be recorded in writing, include a motion which has been received not less than seven days before the date of the meeting.

(3) If the Chief Officer, on receipt of the motion by him, is of the opinion that the motion is not consistent with the provisions of the Act or the rules

or bye-laws made thereunder or that it entails expenditure from the Municipal Fund and no financial sanction has been obtained therefor, he shall forward his views to the President. Where the motion is in order, the Chief Officer shall prepare a brief note thereon giving the necessary information from the financial and administrative points of view.

**18. Seconding.**— Except a motion of an amendment suggested by the presiding authority which does not require to be seconded, no motion or amendment shall be taken up for discussion unless and until it is seconded by a Councillor who is entitled to vote.

**19. Provision in the absence of a mover.**— If a Councillor who has given a notice of a motion is absent, any other Councillor entitled to vote and authorised by him in writing may move it.

**20. Withdrawal of motion.**— Any motion which has been proposed and seconded may be withdrawn by the proposer, with the consent of the Councillor who seconded the motion and with the permission of the Council.

**21. Motion once withdrawn cannot be proposed in the same meeting.**— A motion which has once been withdrawn under rule 20 shall not be moved again at the same meeting (including an adjourned meeting if the meeting is adjourned).

**22. Limitations on certain motions.**— A notice of a proposition for priority for any item under the proviso to clause (11) of section 78 shall be given to the Chief Officer before the commencement of the meeting and no debate or speech shall be allowed on any such proposition.

**23. Proposal to postpone.**— (1) A motion to postpone the consideration of any matter may be moved by any Councillor at any time after it is taken up and such motion shall take precedence over any other motion relating to that matter.

(2) The presiding authority, after permitting a brief explanatory statement from the mover of the motion and if the motion is opposed by not more than one Councillor, shall, without further debate, put the motion to vote.

(3) A motion for the postponement of consideration of any matter shall not, without the permission of the presiding authority, be made more than once during the debate on any matter.

**24. Discussion.**— (1) On a motion or amendment being moved and seconded, the presiding authority shall read it or cause it to be read to the meeting; it shall then be considered to be before the meeting for discussion. The mover may then speak in support of the motion or amendment and the seconder may either follow or reserve his speech for a later stage of the debate thereon. Other Councillors may, save as otherwise provided, speak on the motion in the order in which they are called upon by the presiding authority.

(2) The Chief Officer may express his views on the motion if it is inconsistent with the provisions of the Act or the rules or bye-laws made thereunder or involves expenditure from the Municipal Fund.

(3) No Councillor who has once addressed the meeting on a motion shall subsequently move or

second an amendment thereto or otherwise take part in the debate on that motion.

(4) A Councillor shall not vote or take part in the discussion of any matter before a meeting or ask any question under rule 15 concerning any matter in which he has, directly, or indirectly, by himself, or by his partner, any share or interest such as is described in sub-section (3) of section 16, or in which he is professionally interested on behalf of a client, principal or other person.

**25. Limitation of debate.**— (1) The matter of every speech must be relevant to the subject on which it is made.

(2) A Councillor while speaking shall not—

(i) refer to any matter of fact which is under adjudication before a Court of law (including any Tribunal) having jurisdiction in any part of India;

(ii) make a personal charge against another Councillor;

(iii) reflect upon any decision arrived at by the Council on any matter except on a fresh motion relating to such matter;

(iv) use offensive or defamatory expressions;

(v) use his right of speech for the purpose of obstructing the business of the meeting;

(vi) disclose the proceedings of any Committee appointed by the Council; or

(vii) discuss any ruling, order or discretion of the presiding authority except—

(a) the ruling, order or discretion of the presiding authority on a resolution for the removal from Office of the President or Vice-President brought under sub-section (1) of section 55; and

(b) with the consent of the presiding authority.

(3) (a) The presiding authority or a Councillor who objects to any offending words shall move either at once or at the conclusion of the speech of the Councillor who used such offending words "that the words be recorded". If his motion is agreed to, the presiding authority shall direct that the words be recorded.

(b) A Councillor whose words have been recorded shall be guilty of a breach of order.

(4) The presiding authority, having called the attention of the meeting to the conduct of the Councillor who persists in irrelevance or in tedious repetition either of his own arguments or of the arguments used by other Councillors in debate or wilfully contravenes the provisions of sub-rule (1) or any other rule, may direct him to discontinue his speech.

**26. Opening adjourned debate.**— On resumption of an adjourned debate, the Councillor who was addressing the meeting immediately prior to the adjournment shall be entitled to speak first.

**27. Power of presiding authority to divide motion or amendment.**— When any motion or amendment involves several points, the presiding authority may divide it and put each or any point separately to vote as it may think fit.



**28. Grouping of motions and amendments.** — The presiding authority may group together two or more motions or amendments for consideration of a meeting, provided the subject-matter of the motions or amendments is substantially the same.

**29. Amendments.** — (1) After a motion has been moved and seconded, amendments may be proposed thereto.

(2) Every amendment shall be relevant to the motion and may propose a variation thereof, an addition thereto, or omission therefrom, but no amendment shall be a direct negation of the motion before the meeting or shall in substance be the same which has already been negatived at the same meeting.

(3) Any number of amendments may be moved before the meeting at the same time, but no Councillor shall propose more than one amendment to the same motion and no Councillor who has proposed or seconded any motion shall propose or second an amendment thereto.

(4) When an amendment to an amendment is moved, the amendment sought to be amended shall be, as long as the amendment by which it is sought to be amended is under discussion, be deemed to be the substantive proposition before the meeting.

(5) An amendment in the alternative shall not be moved.

(6) The presiding authority may disallow any amendment which is in its opinion frivolous.

(7) No amendment shall be moved after a Councillor has commenced his right of reply.

**30. Right to reply.** — The mover, or if the mover waives his right, the seconder of a substantive motion, may reply at the conclusion of the debate on it but no other Councillor shall speak on the same motion or amendment, after the reply, except to explain, with the permission of the presiding authority, any material ambiguity in the speech of reply.

**31. Closure.** — (1) The presiding authority or any Councillor may at any time move "that the question be now put to vote" and if the motion is carried, the presiding authority, after allowing the mover or the seconder to reply to the debate under rule 30, shall put the motion together, with the amendment, if any, to vote.

(2) There shall be no debate on a motion for closure.

(3) If a motion for closure is lost, it shall not be moved again until after a lapse of fifteen minutes.

**32. Voting on original motion and amendments.** — (1) On the conclusion of the debate on a motion or where the presiding authority is satisfied that the motion has been sufficiently discussed, it may, after allowing the mover or seconder his right to reply, put the motion to the vote of the meeting without further discussion.

(2) The votes shall be taken in the following manner —

(a) when there is only one amendment to the motion, —

(i) the amendment shall first be put to vote;

(ii) if the amendment is lost, the motion shall then be put to vote;

or

(iii) if the amendment is carried, the amended motion shall be put to vote;

(b) when there are more than one amendment, —

(i) the amendments shall first be put to vote one after another in such order as the presiding authority may decide;

(ii) if all amendments are lost, the motion shall then be put to vote;

(iii) if all or any of the amendments are carried, the amended motion shall be put to vote.

**33. Methods of recording votes.** — Votes shall ordinarily be taken by a show of hands, but on special occasion, if the presiding authority so decides, votes may be taken by ballot, provided that votes in respect of any motion or proposal involving financial commitments shall not be recorded by ballot by the presiding authority, but the names of the Councillors voting for or against such motion or proposal shall be recorded as provided in clause (12) of section 78.

**34. Voting by ballot.** — When votes are taken by ballot, each Councillor shall record his vote on a voting paper. The papers used for voting shall not be destroyed until after one month from the date of declaration of the result.

**35. Voting not compulsory.** — Any Councillor present at the meeting may refrain from voting if he so chooses to do.

**36. Result in case of equality of votes.** — When there is an equality of votes and the presiding authority refrains from giving its casting or second vote, the proposition shall be held to have lapsed and shall not be brought forward at any subsequent meeting till a period of three months has elapsed.

**37. Declaration of result.** — (1) As soon as the votes have been counted the presiding authority shall, subject to the provisions of clause 13 of section 78, then and there declare the result of voting which shall be duly recorded in the minute book.

(2) Where votes are taken by show of hands, a declaration by the presiding authority that a resolution or motion has been carried and an entry to that effect in the minute book shall be conclusive evidence of the fact that the resolution or motion has been carried.

**38. Voting on budget estimate, etc.** — (1) When a budget estimate, a supplementary budget estimate, a proposition for a reappropriation of funds, a code of rules or bye-laws, a list of lands for sale or purchase or lease or transfer, a list of items for write off, lists of arrears, accounts of the Council or such other propositions as the Standing Committee decides, is laid before a meeting, the presiding authority may group the items in such groups as may be convenient to it and propose to the meeting for each group in succession, an appropriate resolution approving the proposal, such resolution being seconded before it is proceeded with:

Provided that, the presiding authority may subdivide or re-arrange the groups:

Provided further that, if on the sense of the meeting being taken by the presiding authority, all Coun-

cillors present are of the opinion that no item or group should be considered separately, the whole question shall be considered as one proposition.

(2) No debate or speech shall be allowed when the opinion or sense of the meeting is being taken under the second proviso to sub-rule (1).

39. **Form of minutes.**—The minutes of every meeting shall be kept in accordance with clause (12) of section 78 in a book in Form C.

40. **Minutes.**—(1) If after the minutes are placed before the next meeting of the Council, any Councillor objects to the minutes as having been incorrectly or incompletely recorded, the presiding authority shall, after taking the sense of the meeting, make such amendments in the minutes as the meeting deems proper and shall confirm and sign the minutes as so amended. The presiding authority shall initial or sign all amendments so made.

(2) No debate or speech shall be allowed on any objection to the minutes raised under this rule.

(3) The record of the minutes of the meeting shall always contain the views, if any, expressed by the Chief Officer, on the motion or resolution at the meeting.

#### FORM "A"

(See rule 3)

##### Form of Notice of Meeting

No. ...

Office of the Municipal Council.

Date ...

Notice is hereby given to \*Shri/Shrimati ... Councillor of the ... Municipal Council that an ordinary \*/a Special meeting of the Municipal Council will be held on the ... day of ... at ... (time ...) in the Municipal office situated at ... for transacting business mentioned in the Annexure.

The Councillor is requested to make it convenient to attend the meeting.

A copy of the motion \*/proposition of which written notice has been given by a Councillor \*/the Councillors of his \*/their intention to bring forward at the meeting \*/mentioned in the written request for the special meeting, is enclosed.

(Signature) ...

(Designation) ...

\* Score out what is inapplicable.

#### ANNEXURE to Form "A"

Business to be transacted at ... meeting of the Municipal Council on the ... day of ...

1. ...
2. ...
3. ...
4. ...
5. ...
- etc. ...

(Signature) ...

(Designation) ...

#### FORM "B"

(See rule 4)

##### Attendance Register

Date of meeting ...

Name of the Councillor. 1	Signature or thumb impression duly attested. 2
1. ...	...
2. ...	...
3. ...	...
4. ...	...
5. ...	...
etc. ...	...

#### FORM "C"

(See rules 5 and 39)

##### Minute Book

###### PART I

Date and time of meeting 1	Names of Councillors present 2	Names of others who attended meeting 3	Proceedings in brief 4

(Signature) ...

(Presiding Authority) ...

###### PART II

Date and time of meeting	Subject of motion	Wording of motion	Names of proposer and second	Amendments, if any	*Number of votes given		Final resolution after the vote on amendments		
				Wording Names of — (i) proposer, (ii) second	For	Against	Wording Serial No.		
1	2	3	4	5	6	7	8	9	10

\* When votes are not recorded by ballot, give also the names of Councillors who voted for and against the motion in columns 7 and 8, respectively.

(Signature) ...

(Presiding Authority) ...

###### PART III

[See sub-rule (12) of rule 15]

##### Register of Questions

Date of meeting ...

Question 1	Name of the Councillor who tabled the question 2	Whether allowed or disallowed 3	Reply given, if any 4	If reply given, by whom given 5

By order and in the name of the Administrator  
of Goa, Daman and Diu.

A. N. Dixit, Secretary to Government.

Panaji, 4th October, 1969.